Eidgenössische Technische Hochschule Zürich
Swiss Federal Institute of Technology Zurich

Rectorate
Process Planning and Projects
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EMA (Evaluate Master Applications)

User Manual

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1. Introduction

1.1. Purpose and usage

The web application EMA is an instrument which helps admission committees to make decisions for applications to ETH's Master Programmes. Simultaneously, applications for ESOP (Excellent Scholarship and Opportunity Package) can be treated.

The target of EMA is to deliver all available information to the admission commitee online to simplify and accelerate their activities. Reasoning and decision making can be made without paperwork, because EMA has acces to electronic dossiers of the project "Records Management". In addition, the consistency and efficiency of the department decisions will be improved.

EMA is based on the backoffice application ZULETH. Within ZULETH, applications are prepared for the admissions commitees. After the decisions have been made in EMA, the applications for admissions will be made in ZULETH. Thereafter, the applications are still visible in EMA until the beginning of the next application period.

1.2. Integration of EMA within the admission process

See figure 1:
1. The Admissions Office prepares each incoming Master's programmes application using the application ZULETH: Stating the eligibility, checking the formal requirements and the payment of the application fee, commenting the results in a checklist and forwarding the paper dossier to the scan center. After that, the application is visible in EMA.
2. The master coordinator defines within ZULETH for each Master's programme the members of the admissions committee, and if necessary assigns applications to committee members for review. The master coordinator scans each application, verifies the details and writes a comment. If appropriate, additional requirements check are pre-defined and added to each application.

3. After that, the members of the admission committees can use EMA for the reasoning and the decision making of the Master's programme applications.

4. The master coordinator finalizes each applications with an admission decree in ZULETH. All Master's programme applications are then visible until the start of the next application period ESOP applications can be treated likewise.

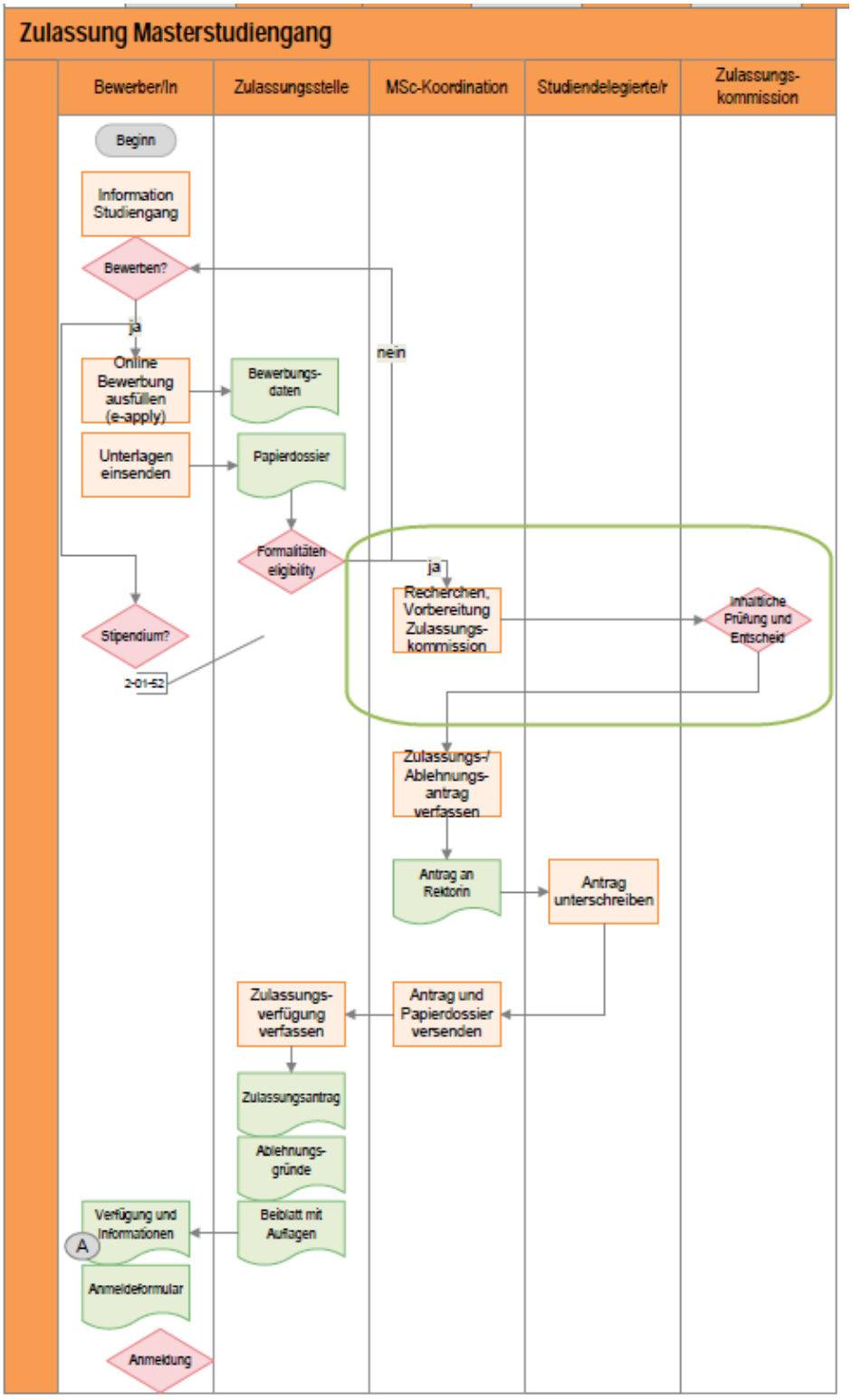


Figure 1: Usage of EMA

2. Operating range of EMA

2.1. Preparing the decision session of the Admissions Committee

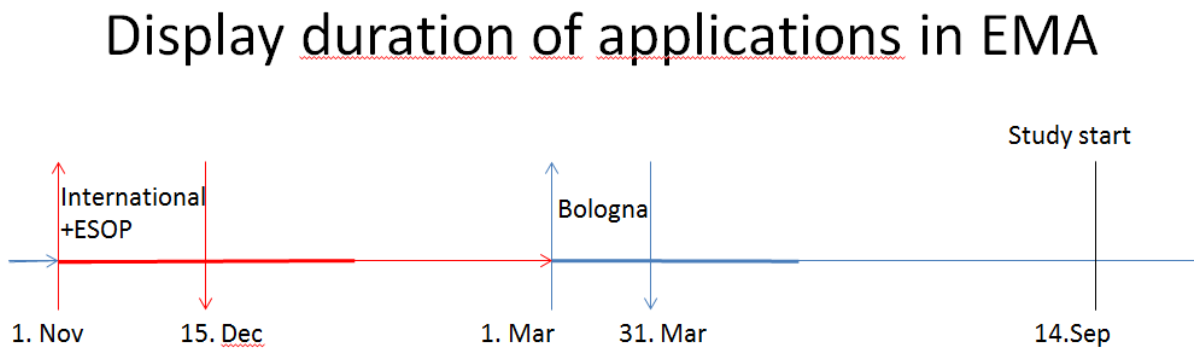
Each member oft he Admission Committee assesses the applications online independently. If offline treatment is desired, the application dossiers can be downloaded and saved locally. After the assessment, the proposal can be entered in EMA.
The multiple filter functions allow to restrict the display of applications specifically to those which have been assigned individually by the master coordinator, or to those with missing user proposal. With those filters a specific list of applications can be processed until it is empty. If an ESOP application has been submitted together with the Master's programme application, it can also be approved.

2.2. Executing the decision session of the Admissions Committee

By using an overhead projector, the list of applications can be interactively discussed, treated, compared and decided. In addition, each member can view the applications using a laptop computer. The master coordinator then enters the result directly in EMA, and if appropriate, checks the subjects from the checklist and generates the additional requirements.

2.3. Answering requests

After the department decision, application treatment is frozen and cannot be changed, but the applications information can be reviewed in EMA until the beginning of the next application period.



2.4. Observing applications

Master coordinators can grant access to applications to persons that do not belong to the Admissions Committee by registering them as "Observers" ("Beobachter"). have access to the list of current applications including the electronic dossier. However, they do not have access to details and to internal reasoning and decision infos.

3. Basics

3.1. Login

ETH members log in with their persononal Nethz-Login via Shibboleth.

Other Persons which need access will get a ETH guest account on request.

3.2. Roles and activities

Role	**Master-kcordinator**	**Admission Committee Member**	**Rectorate**	**Observer**	Activity
ZULETH	x				Grant EMA access to Admissions Committee Members and Observers
	x				Assign specific applications individually to Admission Committee Members for evaluation
	x				Define additional requirements packages for additional requirements check, assign automatically or individually by application.
	x				Prepare additional requirements check for each application
EMA	x				Enter decisions oft he Admissions Committee
	x				Check additional requirements
	x				Generate additional requirements
	x	x			Enter own proposals
	x	x	x	x	View applications
	x	x	x		View Admission Committee proposals
	x	x	x		View previous decisions of a spcific university or country.
	x	x	x		View reasoning of earler applications

Table 1: Roles and Activities

Table 1 lists the roles used in ZULETH and EMA:

- The **Master Coordinators** guide the process.
- The **Admission Committee Members** use EMA for the evaluation and for making proposals.
- The role **Rectorate** is used for the application support.
- **Observers** may screen the applictions of the assigned together with the dossier, but without access to the department evaluation data.

3.3. Settings and Support

EMA has several data areas that can be opened or closed individually. This allows a flexible usage across all programmes::

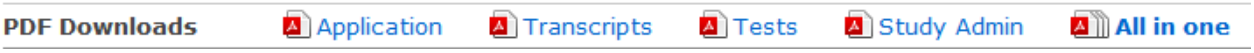
+info above the tables commets the tables columns.

Specific areas can be hidden/shown by clicking **-close**, and shown by clicking **+open**.

The **Help** page offers this application manual for download.

For specific questions or needs, use **Contact** (on the top right) to make a request to the support team.

3.4. View application documents



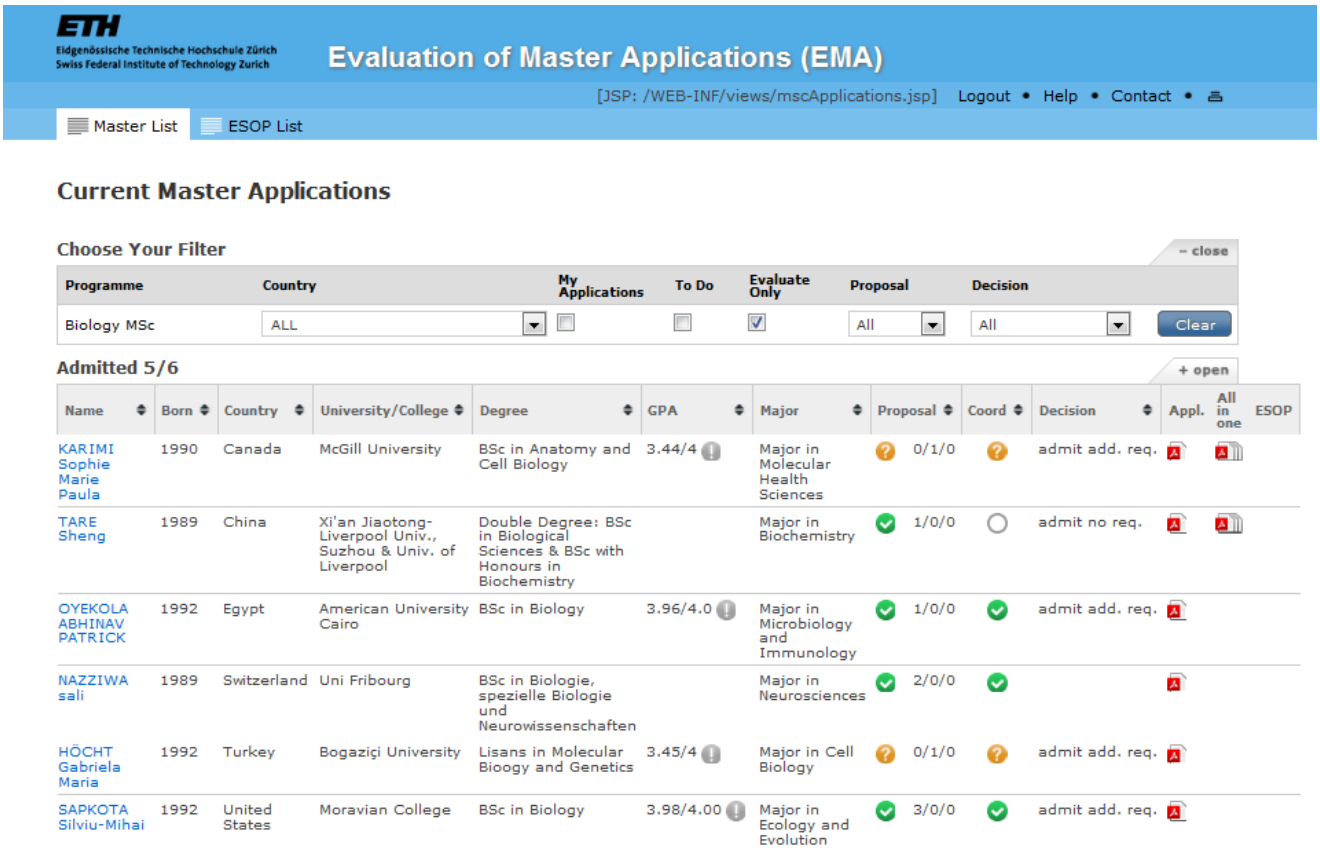
As soon as they have been scanned, the applications documents are visible in EMA. Documents of these classes will be shown, if they exist, in this order:

Bezeichnung Englisch	Dokumentenart	Kommentar
Admission Dec	Admission decree	Exists for previous applications only
Dossier	Enrolment dossier	Exists for previous applications only
Application	Application dossier/ form	
Transcripts	Transcripts	Eligability sheet of the Admissions Office plus Transcripts
Tests	Tests	GRE- und language test results
Recom.	Recommendation letters	If required
ESOP	ESOP	Application for the Excellence Scholarship and Opportunity Package
Study Admin	Study administration: Admission	Additional documents uploaded by the study administration

Tabelle 2: Kapitel 1, Tabellenname

Clicking the „All in one“ icon, all documents will be dumped in one file in the same order. This file can the be stored locally and be viewed and commented offline.

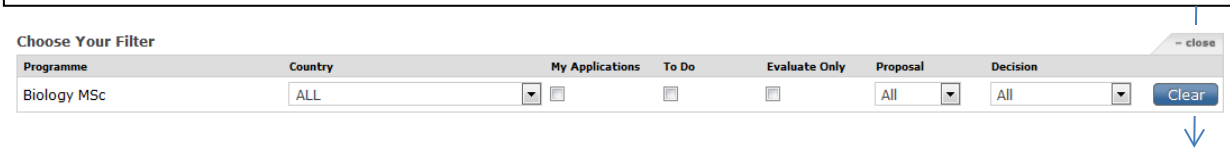
4. Master List



Admitted x/y shows the number of admitted (x) vs. the total applications (y) in this application period.
The letters of Recommendation are included in the All in one PDF as well as in the ESOP PDF.

4.1. How to filter applications

Clicking the „Clear“ button resets the filter and the column sort order in the columns.



Clicking **-close** hides the filter area.

Programme: Exactly one programme is selected. Changing the programme is only enabled if the user has been granted access for more than one Master's degree Programme. Changing the programme changes automatically the role (coordinator, committee or observer) and associated grants, as well as the programme specific parameters such as specialization/field of interest/tutor, birth year and gender.

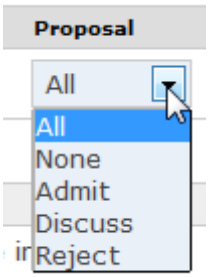
Country: In order to access applications country-by-country, select a country to display applications of a single country only.

My Applications: Clicking this checkbox shows only those applications that have been assigned by the master coordinator individually to the Admissions Committee Member for evaluation.

To Do: Checking this box shows those applications that are missing a proposal by you

Evaluate only: Marked by default: Only applications to be evaluated are displayed.If the mark is removed, all applications of the current application period will be displayed, including those who have been decided.

Proposal: Filter the list by proposals made:



All: no limitations

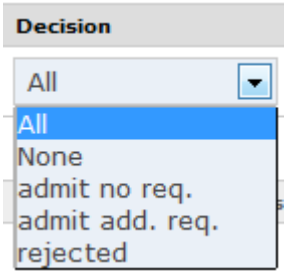
None: Show applications with no proposal

Admit: Show applications solely assessed with „Admit“

Discuss: Show applications with different proposals and those with proposal „Discuss“

Reject: Show applications solely assess with „Reject“.

Decision: Filter by the decision made by the Admission Committee:



All: no limitations

None: The Admission Committee has not yet made a decision.

admit no req.: Admit without additional requirements

admit add. req.: Admit with additional requirements

rejected: Rejected by the department

4.2. Sorting the table by columns

Simple sorting: Clicking a column title sorts the table by the first click in ascending order (like in “Country”)), by the second click in descending order, the color of the column header changing to dark grey. Clicking the column title a third time resets the column sorting.

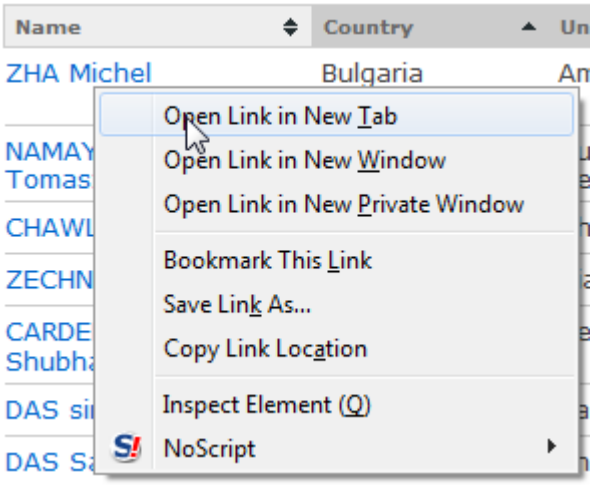
Multi-level sorting: If more than one column headers are clicked for sorting, the previously made sortings (marked dark grey) remain. If for example the University column is sorted in ascending order and then the GPA in descending order, the applications with the highest GPAs are listed on top of each university.

4.3. Evaluate applications

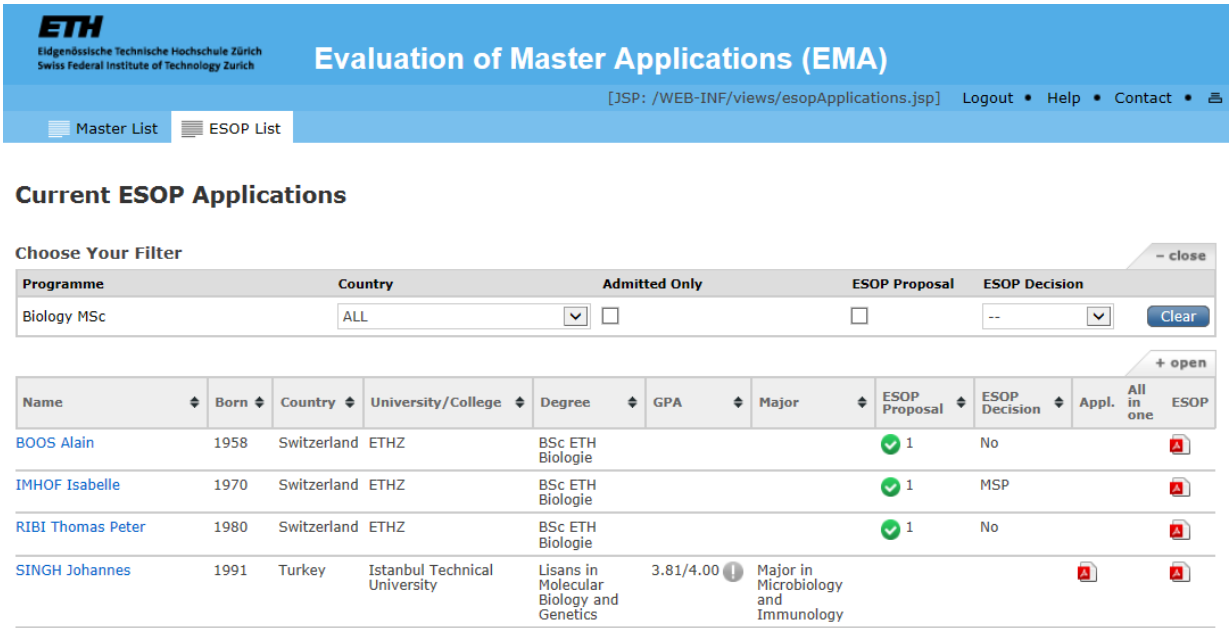
Clicking a name in the list shows the details of an applications: the decision base and a proposal window that shows all proposals made. You can enter your proposal and comment here.

4.4. Compare applications

To compare details of different present applications in a list, open a specific application using the right click menue and select „Open link in New Tab“ or „Open Linke in New Window“. Repeat the operation with another application, and you can toggle between different applications.

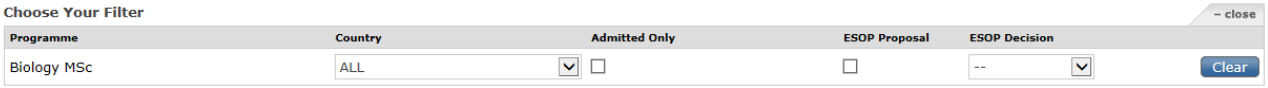


5. ESOP List



This list shows all ESOP applications from internal and external applicants. It is visible until the start of the next application period (March 1). ESOP applications can be evaluated up to this deadline.
The filtering and sorting mechanisms, and closing/hiding areas work alike in the Master List. The letters of Recommendation are included in the All in one PDF as well as in the ESOP PDF.

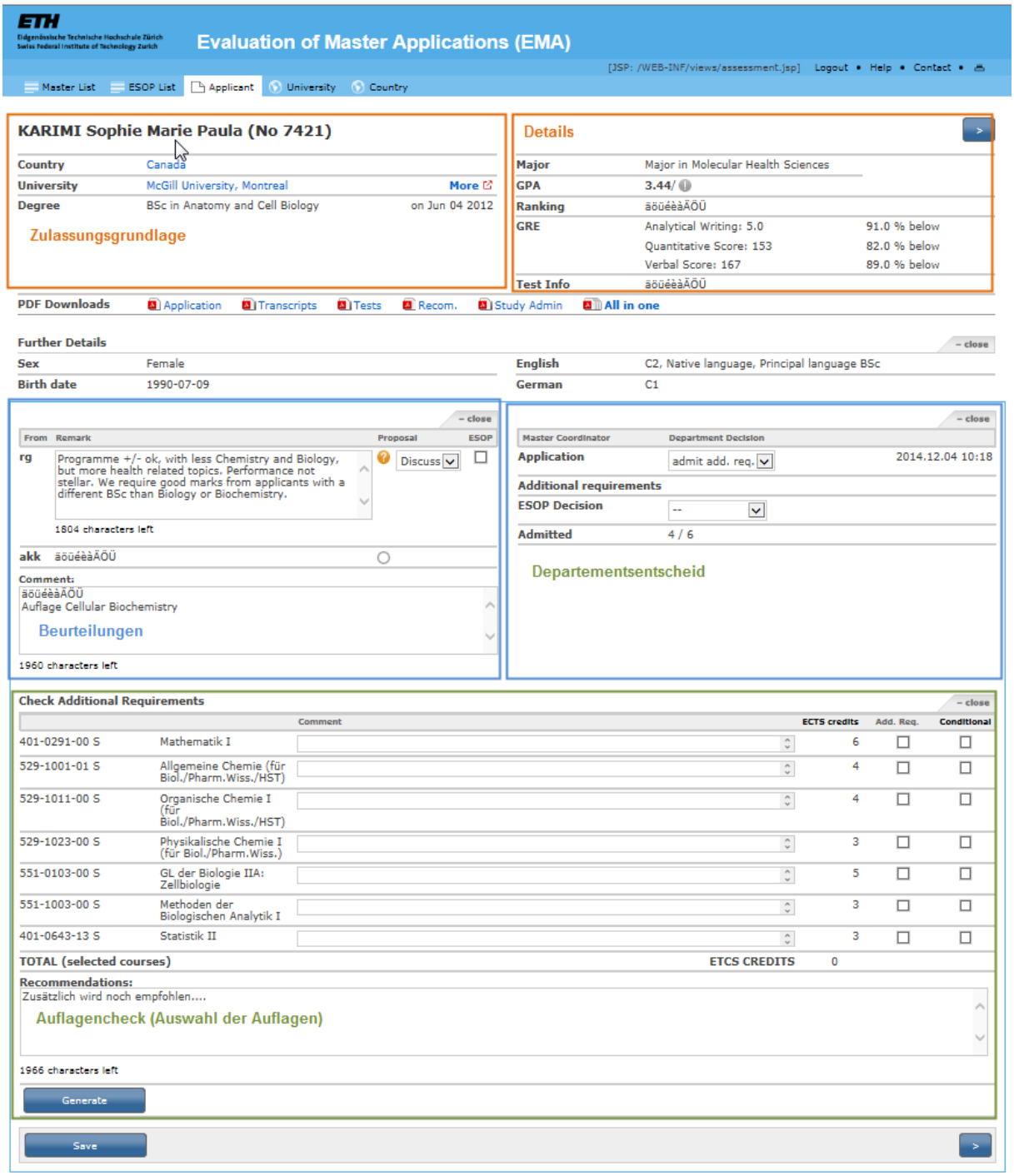
5.1. Filter



Country: Only applications of the selected country are displayed.
Admitted only: Shows only master's programme applications with an ESOP application that have previously been admitted by the Admissions Committee, plus internal ESOP applications. The idea is that the Admissions Committee must not evaluate ESOP applications if the according master's programme application has been rejected.
ESOP Proposal shows only applications which have at least one consent of an Admissions Committee member.
ESOP Decision: Filters ESOP applications as follows:

-- no limitations
No Applications without consent
ESOP: Show applications with the department application for ESOP (Excellence Scholarship and Opportunity Package)
MSP: Show applications with the department application for MSP (Master Scholarship Package)
Preselection 1 to **Preselection 3**: Show applications to pursue with priority 1 to 3.

6. Applicant

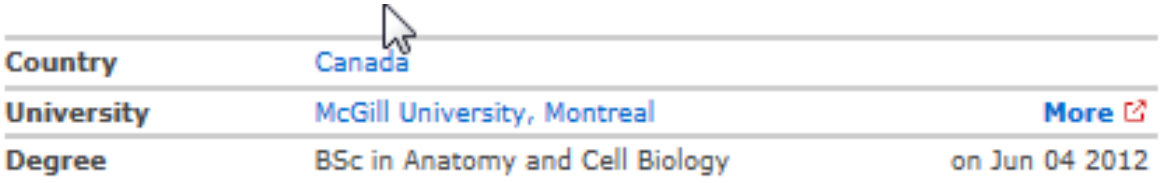

ETH
Eidgenössische Technische Hochschule Zürich
Swiss Federal Institute of Technology Zurich
Evaluation of Master Applications (EMA)
[JSP: /WEB-INF/views/assessment.jsp] Logout • Help • Contact •
Master List
ESOP List
Applicant
University
Country
KARIMI Sophie Marie Paula (No 7421)
Country Canada
University McGill University, Montreal More
Degree BSc in Anatomy and Cell Biology on Jun 04 2012
Zulassungsgrundlage
Details
Major Major in Molecular Health Sciences
GPA 3.44/
Ranking äöüéèàÄÖÜ
GRE Analytical Writing: 5.0 91.0 % below
Quantitative Score: 153 82.0 % below
Verbal Score: 167 89.0 % below
Test Info äöüéèàÄÖÜ
PDF Downloads Application Transcripts Tests Recom. Study Admin All in one
Further Details
close
Sex Female
Birth date 1990-07-09
English C2, Native language, Principal language BSc
German C1
From Remark Proposal ESOP
rg Programme +/- ok, with less Chemistry and Biology, but more health related topics. Performance not stellar. We require good marks from applicants with a different BSc than Biology or Biochemistry.
Discuss
1804 characters left
akk äöüéèàÄÖÜ
Comment:
äöüéèàÄÖÜ
Auflage Cellular Biochemistry
Beurteilungen
1960 characters left
Master Coordinator Department Decision
Application admit add. req. 2014.12.04 10:18
Additional requirements
ESOP Decision --
Admitted 4 / 6
Departementsentscheid
Check Additional Requirements
Comment ECTS credits Add. Req. Conditional
401-0291-00 S Mathematik I 6
529-1001-01 S Allgemeine Chemie (für Biol./Pharm.Wiss./HST) 4
529-1011-00 S Organische Chemie I (für Biol./Pharm.Wiss./HST) 4
529-1023-00 S Physikalische Chemie I (für Biol./Pharm.Wiss.) 3
551-0103-00 S GL der Biologie IIA: Zellbiologie 5
551-1003-00 S Methoden der Biologischen Analytik I 3
401-0643-13 S Statistik II 3
TOTAL (selected courses) ETCS CREDITS 0
Recommendations:
Zusätzlich wird noch empfohlen....
Auflagencheck (Auswahl der Auflagen)
1966 characters left
Generate
Save

The upper area of the screen shows the decision base, the lower area is used for reasoning, the decisions and the selection and generation of additional requirements.

Arrows on the top right and on the bottom right browse through the present application list in the chosen sorting order.

6.1. The decision base

6.1.1. Admission base



Country:

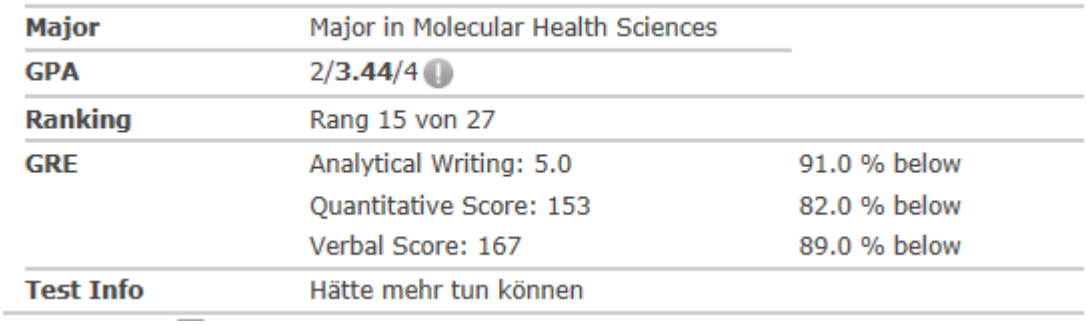
- Clicking on the country name or on the navigation element „Country“ shows previous applications and admission decisions for this country, see chapter 7.2.

University:

- Clicking on the university name or on the navigation element „University“ shows previous applications and admission decisions for this university, see chapter 7.1.
- **More** -> Offers additional informations about this university from ETH’s „International Knowledge Base“

Degree: Is the relevant university degree with the degree date assigned by the Admissions Office.

6.1.2. Details:



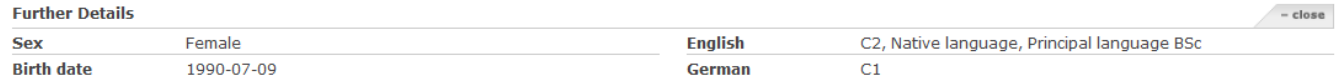
shows

- the selected specialisations/tutors/fields of interest if available.
- GPA: Grade point average, if available, marked by an exclamation mark if not verified, with minimum pass and maximum grade.
- Ranking information
- GRE test results if available
- Test info for additional tests, entered by the Master Coordinator

6.1.3. PDF-Downloads

See chapter 3.4. The letters of Recommendation are included in the All in one PDF as well as in the ESOP PDF.

6.1.4. Further Details

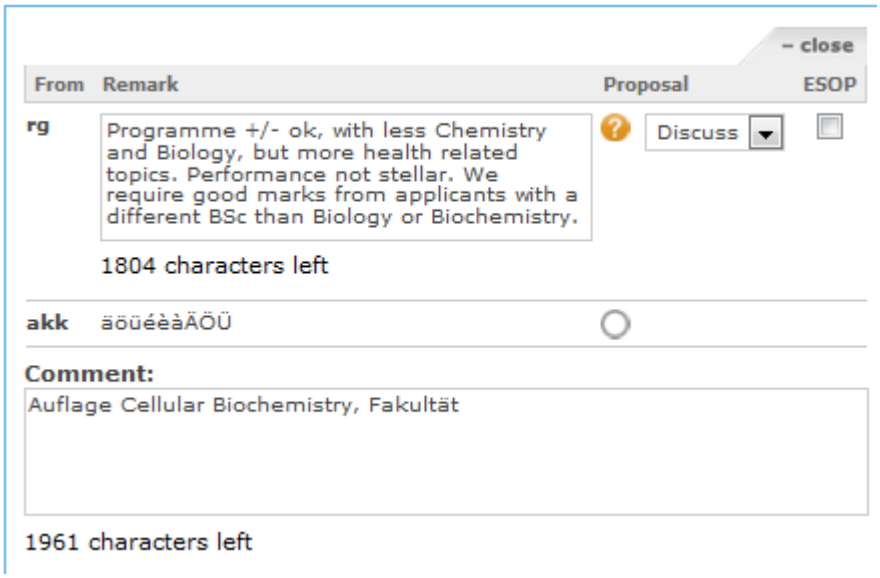


shows additional information: sex, birth date, language test results.

6.2. Reasoning

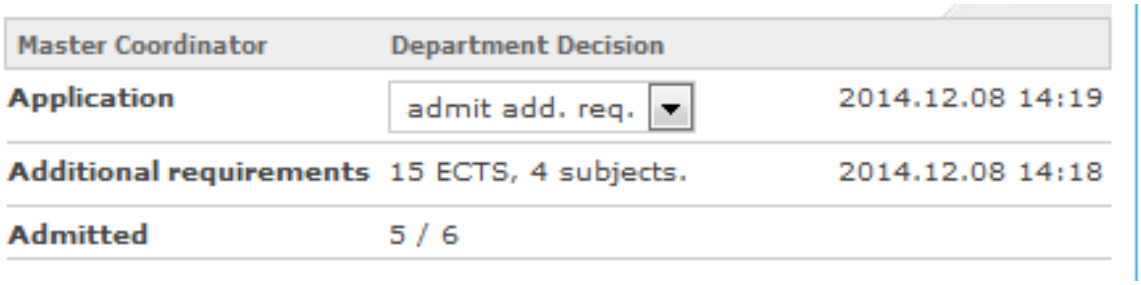
6.2.1. Proposals

Click on **–close** to hide all other proposals and to assess an application independently.



On the first line, the logged in person (identified by the initials in the first column **From**) can enter a **Remark** and select a **Proposal** (Admit, Discuss, Reject). If an ESOP application exists, and the selected proposal is not „Reject“, the checkbox can be marked to consent.
The following lines show the proposals and remarks of the other Admission Committee members if available.Also listed are persons who have been assigned to this application by the Master Coordinator.
Under **Comment,** the comments of the Master Coordinator, entered in ZULETH or EMA, is published e.g. “Also applied for the Computer Science Master.”

6.3. Departement Decision



The Admission Committee can see all decisions, but only the master coordinator is able to create or change them.

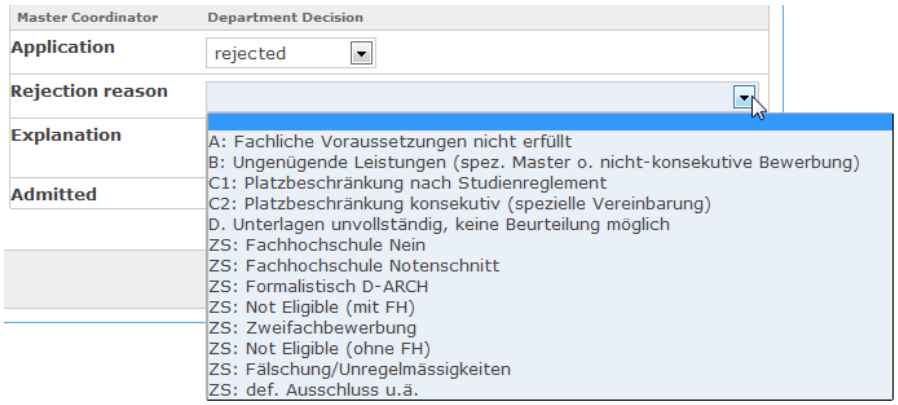
Application: Decision of the Admission Committee, also referred to as „Department decision“

Admit no req.: Admit without Additional Requirements

Admit add. req.: Admit with Additional Requirements. In this case the number of ECTS credits and the number of subjects are displayed if the master coordinator has previously assigned the additional requirements.

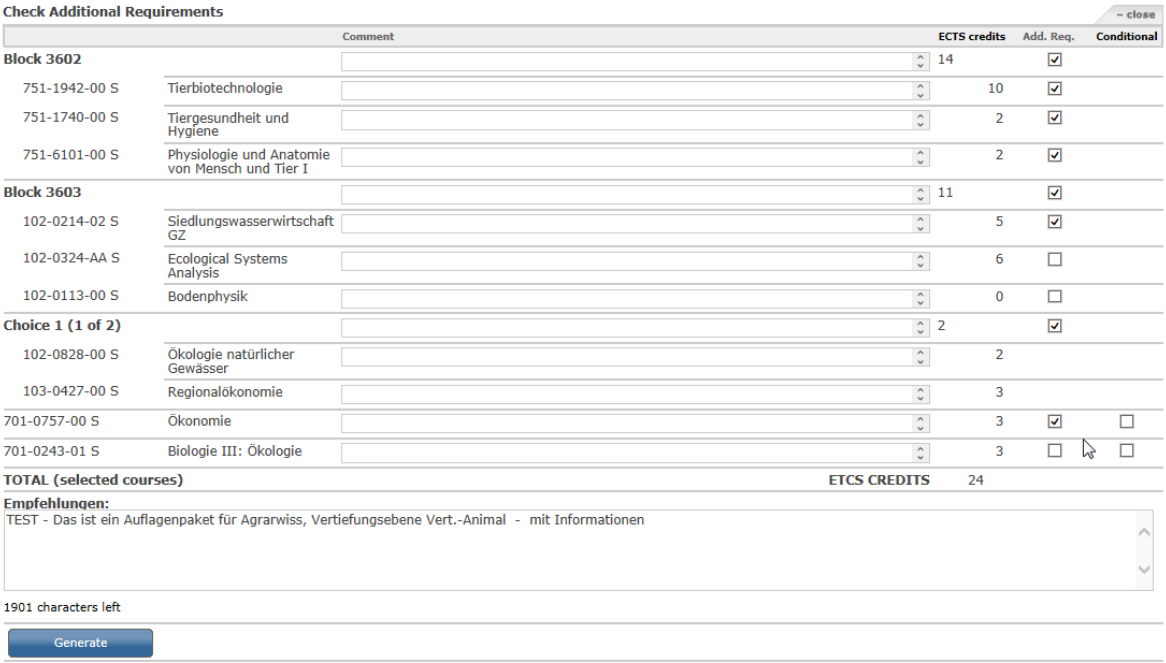
If an ESOP application exists, the ESOP proposition (ESOP, MSP, Choice 1 bis Choice 3) can be set if the Admission Committee decision is “Admit”.

Rejected: If the application is rejected, a **Rejection reason** must be selected from the dropdown (mandatory). An **Explanation** (Commenting the details for the rejection) can, but must not be entered. It can be used for the Rejection Letter.



Admitted shows the number of admitted applications vs. all applications.

6.4. Check additional requirements


Check Additional Requirements
– close
Comment
ECTS credits
Add. Req.
Conditional
Block 3602 14
751-1942-00 S Tierbiotechnologie 10
751-1740-00 S Tiergesundheit und Hygiene 2
751-6101-00 S Physiologie und Anatomie von Mensch und Tier I 2
Block 3603 11
102-0214-02 S Siedlungswasserwirtschaft GZ 5
102-0324-AA S Ecological Systems Analysis 6
102-0113-00 S Bodenphysik 0
Choice 1 (1 of 2) 2
102-0828-00 S Ökologie natürlicher Gewässer 2
103-0427-00 S Regionalökonomie 3
701-0757-00 S Ökonomie 3
701-0243-01 S Biologie III: Ökologie 3
TOTAL (selected courses) ETCS CREDITS 24
Empfehlungen:
TEST - Das ist ein Auflagenpaket für Agrarwiss, Vertiefungsebene Vert.-Animal - mit Informationen
1901 characters left
Generate

If previously defined, this part displays a list of subjects. From this list, the Master Coordinator can select subjects, single or from a predefined examination block, and choice groups (predefined subjects in a group), and enter recommendations. By clicking the “Generate” button, the selected elements will then be generated as Additional Requirements for the current application. The other Admission Committee members can see the content but not change it.

When checking the boxes, the number of credits points (ECTS= European Credit Transfer System) are totalled and shown under “Total (selected courses)”.

Within an examination block, the column “ECTS credits” shows the maximum number of ECTS if all subjects are marked. A choice group shows in this column the minimum number of ECTS which must be gained to pass.

Click on “Generate” generates Additional Requirements for the current application with the selected courses. The resulting ECTS and number of subjects are then displayed with the time stamp in the Department Decision part under “Additional requirements”, see part 6.3. If the selected subjects or the recommendation change, the additional requirements must again be generated.

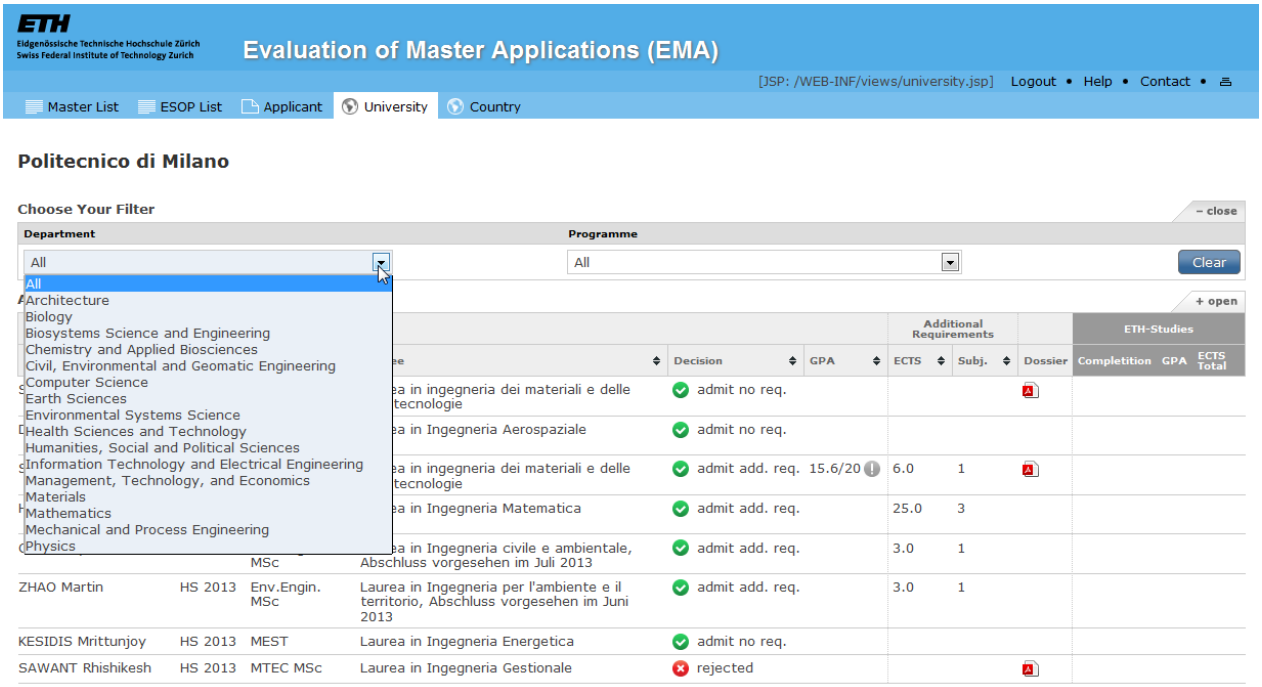
7. Previous applications and admission decisions

Starting from the current application, the pages **University** and **Country** give the decision makers insight into earlier applications and admission decisions of the same university and of the same country of the application to be evaluated. If the applicant has become an ETH student, the study status, the current number of ECTS credits ist shown. If the studies have been successful, the GPA is also displayed.

The filters allows to enhance the range of applications from a specific programme to all applications of the department, or to all applications to any ETH programme (Programme= All) or department (Department= All).
Previous applications from the user's own programme area are marked blue, and can be used to view all details and reasoning of this specific application.

Clicking on **+open** explains the meaning of the columns.

7.1. University



The name of the university is the page title. The result list can be multi-level sorted, and the application dossier can be opened.

7.2. Country

The name of the country is the page title. The list is sorted by University name, then by Programme and start semester. The sorting order of the applications on this page can not be changed.